



NOWGONG GIRLS' COLLEGE

Re-Accredited at A Grade (2nd Cycle) by the
National Assessment and Accreditation Council



CRITERIA 4: INFRASTRUCTURE AND LEARNING RESOURCES

4.3.2: Student – Computer ratio



Submitted to
The NAAC for 3rd Cycle of Assessment and Accreditation

POLICY DOCUMENT ON ICT

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POLICY DOCUMENT ON INFORMATION & COMMUNICATION TECHNOLOGY USAGE & MANAGEMENT

1. INTRODUCTION

- Nowgong Girls' College strives to use modern Information and Communication Technology (ICT) for higher efficiency, effectiveness, and cost-effectiveness of its activities. The ICT (Usage & Management) Policy of the Institution defines the resources, usage, operation, and maintenance policies in this regard.

2. SCOPE

- Nowgong Girls' College first started using computers during the mid-1990s with the purchase of a few desktop computers meant primarily for academic use. Over the years, the Institution has seen substantial growth in terms of use of ICT facilities in both academic and administrative aspects. A well-furnished Central Computer Laboratory was also established. The Mahesh Chandra Dev Goswami Central Computer Library was also ICT-enabled over the years for facilitating the delivery of e-library facilities for the faculties and students. The College campus is WIFI enabled and classrooms, conference halls, seminar halls etc. have been equipped with ICT facilities to facilitate ICT-enabled academic transaction. The Institution procured a dedicated high-speed dedicated leased-line internet connectivity in addition to 4 broadband connections. The College website (www.nowgonggirlscollege.edu.in) has evolved as a focal point in providing information & communication to various stakeholders. The website contents are revised as and when necessary by a dedicated committee and modules are added as and when necessary.
- With the increasing use of e-contents in the teaching-learning process and with the advent of blended mode of teaching, the Institution has now initiated the process of enhancing the Learning-resource Management System (LMS) over time.
- The Institution encourages its faculty members to attend capacity building programmes so as to equip themselves in the field of ICT usages and keep themselves updated to face upcoming challenges.

- The Institution realises the increasing use of ICT and it therefore, strives to generate funds to ensure the update and expansion of the available ICT facilities.
- It is in this backdrop that the Institution has drafted and adopted the present ICT Policy Document.

3. THE ICT ((Usage & Management)POLICY

- The Institution shall, from time to time, identify various sources to fund the procurement of various ICT resources.
- The IQAC & IT Cell of the Institution shall identify the need of ICT facilities among relevant stakeholders and strive to provide them with the same.
- The process of procurement of new ICT resources shall be dictated by the prevailing government rules and regulations and in line with the Policy on Procurement of the Institution.
- The Institution shall set up some computer laboratories and other similar facilities to address the challenges of accessibility of the ICT resources
- Emphasis is to be given towards making ICT resources available nearest to the user departments, cells and centres.
- The Institution shall strive to provide regular faculty members and office bearers with training and capacity building opportunities on ICT usages.
- The Central Computer Lab and other similar ICT facilities Units of the CC will normally remain open from 8-30 hrs. to 16-30 hrs. The working hours shall be reviewed as and when necessary.
- Dedicated personnel shall be employed with appropriate remuneration to run and maintain such facilities. There shall be effort to keep at least the central hub open for 24 hours.
- Dedicated Computer Labs are to be set up in individual departments as and where specialized computing resources are necessary after the same is duly assessed by the College authority.
- Such Departmental Computer Labs may be funded by funding agencies, through research projects, or through College funds. Such Labs will be maintained by technical staff of the Department.
- The post-warranty maintenance of the Servers and the UPSs shall be carried out through Annual Maintenance Contracts
- Maintenance of the Desktop Computers and Laptops shall be ensured by the IT Cell. Maintenance of such devices and other ICT facilities will be done through

AMC, third party or by the staff depending upon the cost and critical nature of the maintenance needed.

- The IT Cell is responsible for upkeep and updating all relevant software for use in ICT facilities. The committee will work in close coordination with the departments and cells which possess ICT facilities. The Committee shall carry out periodic assessment of risks due to obsolescence of critical ICT infrastructure.
- There should be emphasis on promotion and preference on the use of Free and Open-source alternatives to commercial paid software as much as possible.
- Due to growing concern in environmental responsibility, the computing resources should be used efficiently. The following green computing practices shall be adopted.
 - Obsolete equipment disposal by following relevant guidelines for disposal of e-waste
 - Use of certified energy efficient and environment friendly equipment
 - Sharing printers, computing resources and storage over network
 - Keeping monitors in sleep mode or turn off mode when not in use
 - Activating power management feature on computers and peripherals
 - Use of email for circulation of office documents and memos
 - Reduce paper waste by printing as little as possible
 - Use of College website and official WhatsApp groups for circulation of official notices and other similar communications.
 - Refilling toner cartridge wherever possible and buy back of damaged batteries
 - Shifting to cloud-based services whenever possible
- Open-source alternatives to commercial paid software as much as possible.
- The Institution shall have the right to control the access to the various computing resources and databases in the Institution.
- Accessing undesirable/illegal/harmful/copyright infringing materials using the Institution's computing resources is prohibited. The access to those materials/websites shall be blocked to the extent possible.
- The users shall maintain discipline and shall not cause any damage to any resource of the ICT facilities of the Institution.
- Disciplinary action shall be initiated against a user violating any of these rules and shall block his/her access to the ICT resources.

- The IT Cell shall ensure periodic and scheduled backup of data of Institutional Servers
- The ICT facilities of the Institution shall be kept under CCTV surveillance
- Efforts to ensure all ICT facilities are kept secured from theft or physical harm or being damaged due to naturally occurring events to the extent possible.
- Stress to be given on use of Anti-virus tools for protecting servers, desktops and network devices from viruses and malwares
- All software should be updated regularly with security patches and firewall.
- The IT Cell will be notified by the College authority from time to time.
- The Institution shall strictly implement all the relevant provisions in the IT Act of the country.